

Approved For Release 2002/01/04

Personnel office

YOUR JOB  
in the  
CENTRAL  
INTELLIGENCE  
AGENCY

1952



no card

Approved For Release 2002/01/04 : CIA-RDP84-00022R0000300503202

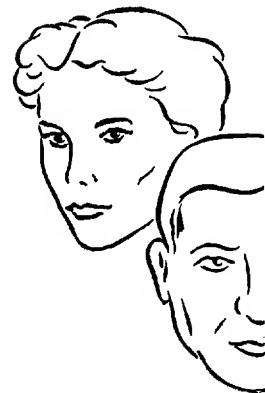
Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

*The official seal of the Central Intelligence Agency is reproduced on the front cover. This seal was approved by the President of the United States on 17 February 1950.*

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

YOUR JOB  
in the  
CENTRAL  
INTELLIGENCE  
AGENCY



Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

*This handbook has been prepared by the  
Office of Personnel for release in July 1952.*

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

While this handbook has been prepared as an aid to help familiarize you with your assignment, it happily offers me this opportunity to welcome you to CIA.

You already know what our mission is. You know what it means to the security of the nation. There is no need, therefore, for me to remind you that you have undertaken much more than just a job. In joining us, you have assumed a share of the responsibility for the success of an exceedingly difficult duty. However extensive or limited your work may be, it will always bear directly upon that duty. The ability of this Nation to preserve its security shall depend in no small part upon the competence and proficiency each of you brings to your own individual tasks. If you realize this fully, you will derive much satisfaction from improvement; -- from the ability to produce better intelligence despite the difficulties of our profession. It is an honorable and important one, in which you can take great pride of service.



Director of Central Intelligence

## FOREWORD

This handbook has been prepared primarily for the information of newcomers to the Agency. It is available, however, to all employees as a handy guide to our personnel policies and practices and it is likely that most of the material contained in the handbook will apply to you and your job. Some CIA employees are subject to special rules and procedures, however. Your supervisor will be glad to answer any questions which you may have in this regard.

From time to time, as new legislative measures are adopted by the Congress, some of our rules and procedures are modified. In your own interest, you should attempt to familiarize yourself with changes in the regulations affecting you and your work. You will find that supervisory personnel of the Agency and members of the Personnel Office are always available to discuss matters of interest with you. This applies, of course, to personal matters as well as to topics of an official nature.

Other useful information such as pay scales, locations and phone numbers of certain offices, etc., will be found in the envelope on the back cover of the handbook. You may find this envelope a convenient place to file other unclassified material.

While this handbook is unclassified, it is for official use only and should be handled accordingly.

## CONTENTS

<b>About the Central Intelligence Agency</b>	<b>7</b>
<b>Loyalty and Security</b>	<b>9</b>
<b>Your Job Classification</b>	<b>10</b>
<b>Your Appointment</b>	<b>11</b>
<b>Your Pay</b>	<b>12</b>
<b>Your Promotions</b>	<b>16</b>
<b>A Note on Separations</b>	<b>17</b>
<b>Separations</b>	<b>19</b>
<b>Your Point of View</b>	<b>20</b>
<b>Your Personal Problems</b>	<b>21</b>
<b>Your Performance Evaluation</b>	<b>23</b>
<b>Your Incentive Awards</b>	<b>23</b>
<b>Your Training</b>	<b>25</b>
<b>Your Working Hours</b>	<b>28</b>
<b>Your Leave</b>	<b>29</b>
<b>When You Retire</b>	<b>36</b>
<b>Benefits and Services</b>	<b>36</b>
<b>Your Personal Activities</b>	<b>42</b>
<b>General Regulations</b>	<b>45</b>
<b>For Further Information</b>	<b>47</b>
<b>Index</b>	<b>49</b>

## About the Central Intelligence Agency

The events of the past few decades have made it increasingly apparent that, in order to be useful and effective, our intelligence activities need more over-all coordination than has been exercised in the past. Until recently, Government departments and agencies performed only those intelligence activities which satisfied their own requirements. There was no significant exchange of intelligence data. There was no intelligence "clearing house" to prevent unnecessary overlapping, duplication of effort and, in some instances, actual competition between the several intelligence units. Under these conditions, it has been very difficult for our leaders to evaluate the nation's strength, weaknesses, and future requirements in relation to those of the other nations of the world. It was clear that measures had to be taken to overcome these deficiencies.

On 22 January 1946 the President issued a directive which established the National Intelligence Authority, consisting of the Secretaries of State, War, and Navy, and the Personal Representative of the President. The directive also required the Secretaries to designate persons from their respective departments who collectively formed the Central Intelligence Group under the direction of the Director of Central Intelligence. The DCI was responsible to the National Intelligence Authority. Thus, the *central intelligence* principle came to be formally recognized and put into practice.

The first Director of Central Intelligence to be appointed by the President was Rear Admiral Sidney W. Souers who set up the initial organization and held the post from 22 January 1946 until he was succeeded by Lt. Gen. Hoyt S. Vandenberg on 10 June 1946. On 1 May 1947, Rear Admiral Roscoe H. Hillenkoetter was appointed to the post, succeeding Lt. Gen. Vandenberg.

On 26 July 1947, the President approved the National Security Act. This Act, which consolidated the Armed Forces under the Department of Defense, also created the National Security Council. This Council is composed of the President, the Vice President, the Secretaries of State and Defense, the Chairman of the National Security Resources Board and certain others whom the President may appoint from time to time with the advice and consent of the Senate. It is the duty of the NSC "to advise the President with respect to the integration of domestic, military,

*and foreign policies relating to the national security so as to enable the military services and the other departments and agencies of the Government to cooperate more effectively in matters involving the national security."*

Under the National Security Council, the Central Intelligence Agency was created and certain of its functions were outlined. Section 102 (d) reads, in part, as follows:\*



*"To advise..."*

" . . . it shall be the duty of the Agency . . .

- (1) to *advise* the National Security Council in matters concerning such intelligence activities of the government departments and agencies as relate to the national security;
- (2) to *make recommendations* to the National Security Council for the *coordination* of such intelligence activities of the departments and agencies of the Government as relate to the national security;
- (3) to *correlate and evaluate* intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government

\* Italics have been added.

using, where appropriate, existing agencies and facilities: *Provided: That the Agency shall have no police, subpoena, law-enforcement powers or internal security functions: Provided further, That the departments and other agencies of the Government shall continue to collect, evaluate, correlate, and disseminate departmental intelligence: And provided further, That the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods from unauthorized disclosure;*

- (4) to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;
- (5) To perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

The National Security Council and the Central Intelligence Agency replaced the National Intelligence Authority and the Central Intelligence Group. The position, "Director of Central Intelligence," was retained, however, and Admiral Hillenkoetter held the post until 7 October 1950, when he was succeeded by General Walter B. Smith.

During the past several years, the Central Intelligence Agency has provided the foundation for an effective, well-ordered intelligence structure. At the same time, the Agency has served the nation through its contributions to the National Security Program. The Agency has by no means attained its full maturity, however. Many difficult and challenging problems are still in store for us.

## Loyalty and Security

### *Loyalty*

Executive Order 9835, as amended by Executive Order 10241, which set up the President's loyalty program, recognized the necessity of removing disloyal persons from Government service and refusing employment to those considered disloyal. At the same time, this program protects applicants and employees

from unfounded accusations of disloyalty. In order to afford its employees this protection, the CIA has established a Loyalty Board to review any such cases that may arise. Your supervisor will explain the appeals procedure to you at your request.

#### **Security Regulations**

One of the first and most important things which CIA employees are expected to acquire is a thorough understanding of the Agency's security requirements. The successful accomplishment of the Agency's mission depends upon our ability to operate within the framework of these requirements. Without *strict* adherence to *strict* security practices, your work — and the work of the entire Agency — would be of little value.

Perhaps you have already attended the security indoctrination lectures. If not, you will be asked to do so in the near future. This will be your chance to ask any questions that have been bothering you. Meanwhile, consult your supervisor or the CIA Security Regulations (every office has a copy) when you have a security problem. You should review the regulations frequently, in order to keep them firmly in mind and to keep abreast of the changes which are made from time to time.

## **Your Job Classification**

Your job is one part of the total work responsibility of the Agency. It is made up of various duties and responsibilities which will be explained to you in detail by your supervisor. These duties and responsibilities have been written down in what is called a "position description." The position description for your job was judged as to the difficulty of its duties and responsibilities. This process, called "Classification," determined the pay scale of your job.

Most positions in this Agency fall into one of the following two job groupings:

GS - General Schedule . . . . (Clerks, Economists, Draftsmen, Photographers, Laboratory Technicians, Cartographers etc.)

CPC - Crafts, protective, and (Automotive Mechanics, Custodial . . . . Chauffeurs, Messengers, Guards, Laborers, etc.)

Within each of these groups, jobs are divided into *grades* according to levels of difficulty and responsibility. The grade GS-4, for example, is assigned to a more difficult and responsible job than is the grade GS-3. In determining grades, the *job* is considered as separate from the *individual*. In other words, the duties and responsibilities of the work involved, rather than the qualifications of the person holding the job, determine the grade.

Another job grouping — in addition to the GS and CPC schedules — is the Wage-Board or so-called "ungraded" position. The pay rates for these positions are established in line with the prevailing rates for similar types of work in the local area. For example, the pay rates for carpenters in this Agency are fixed to meet the rates for such positions in other Government agencies and private industry in the Washington area.

## Your Appointment

Because of the nature of the work which you will be doing as an employee of the Central Intelligence Agency, you were not subject to the Civil Service requirements for competitive examination as a condition of your employment. By the same token, you will usually not acquire a competitive civil service status as a result of your employment with CIA.

On the other hand, in certain cases it may be possible for you to acquire civil service status in the normal manner. That is, you may take a competitive examination given by the Civil Service Commission and, if you are rated "eligible," your name will be placed on the appropriate Civil Service Register. The CIA may then ask, at your request, that you be officially certified to this Agency at such time as your name is reached on the Register. It is important that you understand, however, that at the present time there are few examinations and appointments which lead to permanent civil service status. Of course, if you have acquired civil service status *before* your employment with CIA, you will retain it.

Your employment with CIA is of a permanent nature and is not subject to any time limitations. Because your appointment is permanent,\* you are eligible for benefits under the Civil Service Retirement Act.

\* Within CIA, but do not confuse this permanent "job tenure" with permanent "civil service status."

*Trial Period.* Unless you already have acquired competitive civil service status before your appointment by CIA, you will be "on probation" for one year. This is the time when both parties — You and the CIA — must decide whether or not they would like to make the arrangement permanent.

The CIA will try to make your adjustment to the Government service as easy and rewarding as possible. You will be given careful guidance and training along each step of the way. Remember, however, that the largest part of the responsibility for your success rests with *you*.

## Your Pay

### *Pay Plan*

Although the Central Intelligence Agency is specifically excepted from the provisions of the Classification Act of 1949, as amended, in general, we use the pay scales \* which are provided in that Act. If you are paid on another basis, the details will be supplied by your supervisor. Otherwise your salary will depend upon the schedule and grade in which your position is classified.

If you occupy an "ungraded" position (see p. 11), your rate of pay is determined by the rates which prevail in the local area, and the salary tables established under the Classification Act will not apply to your particular job.

### *When You Are Paid*

There are 26 pay periods during the year at intervals of two weeks. Payday arrives every other Friday. You will always be one pay check behind, because payday arrives nearly 2 weeks after the close of the period for which you are being paid. (See descriptive examples below.) New employees usually do not receive their first pay checks until they have been on duty for at least 3 or 4 weeks. If, for example, a new employee happened to enter on duty on Wednesday, April the 11th, he would not receive his first pay check until April 27th. This check would represent his earnings for the 11th, 12th, and 13th of April (assuming that he did not work on Saturday).

\* A copy of the "Pay Scales" will be found in the envelope on the back cover of this handbook.

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

For work performed during these 2 weeks, payday is April 27th.

For work performed during these 2 weeks, payday is May 11th.

May						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

← ← And so it goes.

### *Delivery of Checks*

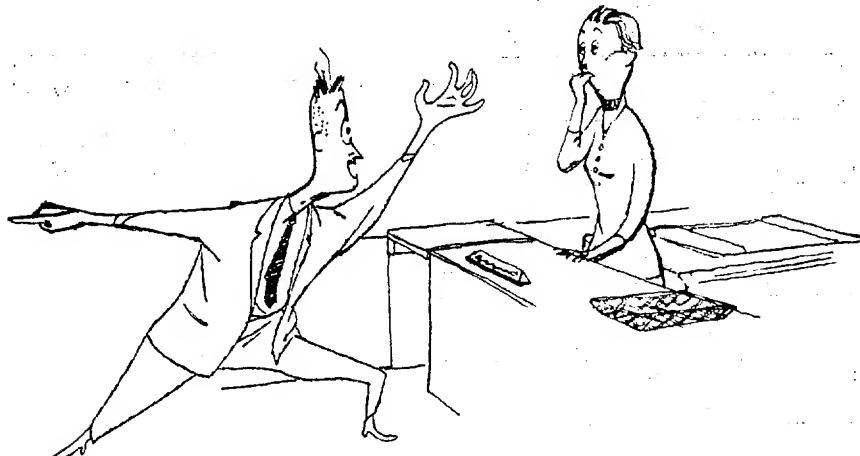
Generally, your pay check will be brought to your desk by a member of the administrative staff of your office. If you are not on duty to receive it, your check will be returned to the Finance Office; your administrative officer, at your request, will obtain it for you.

### *Payroll Changes*

With your first pay check and each time that the amount of your pay changes, you will receive a Time and Attendance and Pay Roll Change Slip which shows the changes in your earnings, deductions, and net pay. This slip is also your record of the leave you have taken during the preceding pay period. If you have any questions concerning the items on the Pay Roll Change Slip, you should take them up with your administrative officer as soon as possible.

### *Lost Checks*

Notify the Finance Office at once if you lose a pay check. They will want to know your name, where and when you think you lost the check, the amount and date on the check, and your home address and telephone number. The proper procedure for getting a duplicate issued will be explained to you. Replacement of a lost check usually involves a waiting period of 2 or 3 months.



*Report a lost pay check immediately*

#### **Withholding Taxes**

The Agency is required to withhold a stipulated amount of your income so that your Federal income tax will be paid each pay period rather than in a lump sum at the end of the year. Tax tables are prepared by the Bureau of Internal Revenue, and your withholdings are based on schedules of salary rates and personal exemptions. The amount of your exemptions is governed by the number of persons dependent upon you. This was indicated on your Employee's Withholding Exemption Certificate filled out at the time of your employment. You should file a revised certificate with the Finance Office whenever your exemption status changes as a result of a change in the number of persons dependent upon you.

Shortly after the end of the year, you will receive a Withholding Statement Form (W-2) which shows your total wages and Federal income taxes withheld. It will be available to you early enough for you to compute your annual Federal income tax return which must be filed on or before March 15th each year.

#### **Retirement Deductions**

Six percent of your annual base salary will be deducted from your pay in accordance with the provisions of the Civil Service Retirement Act. A deduction is made from each pay check for this purpose, although pay for overtime is not counted for retirement purposes.

*Periodic Pay Increases*

You will receive periodic pay increases (step-increases) if you have not yet reached the maximum amount of pay for the classification grade in which your position is placed.

It is important that you keep in mind that such pay increases are governed by conditions of eligibility and time-in-service requirements. When you receive a pay increase, it will advance you to the next higher rate within your grade. These increases are effective at the beginning of the next pay period following: (1) each 52 calendar weeks of service, if you are in a grade in which the pay increase is less than \$200 a year (GS-1 through GS-10; CPC-1 through CPC-10) or (2) each 78 calendar weeks of service, if you are in a grade in which the pay increase is \$200 or more (GS-11 through GS-17). Persons in ungraded positions receive pay increases at the end of each 26 weeks of service.

These conditions, are effective, however, only if your performance is satisfactory and if you have received no promotion during the period.

*Pay Increases for Longevity*

All employees in grades GS-10 and below and those in CPC grades may be granted additional step-increases beyond the maximum rate in the grade for each 3 years of continuous service at the top step of the grade. In order to qualify for a longevity increase, your performance must be satisfactory. You must also have a total of not less than 10 years of service in the position you are occupying at the time or in positions of equivalent or higher grade. Only three successive longevity increases can be granted to you.

*Pay Increases for Meritorious Service*

If you are eligible for periodic pay increases, you are also eligible for one additional step-increase in recognition of superior accomplishment. Only one pay increase for meritorious service may be granted to you within any periodic-increase waiting period and it can be given only within the limits of the funds which have been provided for that purpose.

*Overtime Pay*

Your regular tour of duty calls for a 40-hour week. For work ordered and approved in excess of 40 hours, you will be paid at

the overtime rate determined by your grade. Although no retirement deduction is made from your overtime pay, this pay is subject to withholding taxes. In certain instances, you may be given compensatory leave in lieu of overtime pay.

#### *Designations of Beneficiary*

An employee may designate a beneficiary to receive payment of unpaid compensation due him in case of death. Such "unpaid compensation" is the pay, allowances, or other compensation (including accrued annual leave) due on account of the services to the Federal Government of the deceased employee.

If there is no designated beneficiary living, any unpaid compensation which becomes payable after the death of an employee will be paid as follows to:

- a. The widow or widower.
- b. If neither of the above, the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
- c. If none of the above, the parents in equal shares or the entire amount to the surviving parent.
- d. If there be none of the above, the duly appointed legal representative of the estate of the deceased employee, or if there be none, the person or persons determined to be entitled thereto under the laws of the domicile of the deceased employee.

It is not necessary for any employee to designate a beneficiary unless he wishes either to name some person or persons not included above, or to place them in a different order.

The designation of your beneficiary for unpaid compensation is made on Standard Form 1152, "Designation of Beneficiary." You may change your beneficiary at any time by filling out another Standard Form 1152.

## **Your Promotions**

#### *Opportunities for Advancement*

When will you be "moving up?" You can help answer this question. Your rate of advancement will depend, in part, on your experience and training. The way you do your work, your

initiative, and your ability to take more responsibility are equally important.

Our policy of "promotion from within" will help you advance as your experience and skills develop. Whenever there is an opening in your work-unit, you and your fellow workers will be first-in-line for the job. If no one in your work-unit qualifies, someone else in the Agency may be promoted to the position. Sometimes, of course, vacancies must be filled by people from outside the Agency.

What about your outside study? Night school, etc.? It is the Agency's policy to recognize employees' extra efforts to improve their qualifications. Be sure to tell your supervisor and the Personnel Office of skills you have acquired through your self-improvement activities.\* Records of your additional experience and training are used to support our policy of promotion from within.

Usually, promotions are limited to one grade, except in cases where no intermediate grades have been recognized.

Promotions of military personnel assigned to CIA are subject to special procedures. Ask your administrative officer about them.

#### **Change to Lower Grade**

No organization stands still, of course, and down-grading is at times unavoidable. Anyone who is to be down-graded may expect a written or verbal notice at least 30 days in advance, explaining the reason for the action. Also, he will be told about his new job, the salary he will receive, and the effective date of the action.

## **A Note on Separations**

Since the Central Intelligence Agency is concerned with matters of utmost importance to the security of the Nation, it is necessary that more than an ordinary degree of caution be exercised in the recruitment and selection of its employees. This process is necessarily costly and time-consuming. After entering on duty, CIA employees participate in various orientation

\* For guidance on this subject, see "Your Training."

and training programs. These programs, in addition to the knowledge normally acquired through daily contacts, provide our employees with the information they need for the satisfactory performance of their work. Hence, they are familiar with the Agency's organizational structure, its functions, its projects, and its personalities. In short, CIA employees possess a store of information which is necessary for their work and, at the same time, is of such a character that its disclosure to unauthorized persons might seriously jeopardize the security of the Nation.

When an employee is separated from the CIA, regardless of the reason, he takes all these things with him. The loss to the Agency is substantial, both in terms of the costs of processing and training new employees and of the major security problem which grows a little larger each time the group of former employees receives a new member.

You will no doubt appreciate our desire to keep the number of separations at a minimum. We are aware that this will be possible only if we succeed in creating a satisfactory job situation for each employee. This is largely the Agency's responsibility, although it will require the full cooperation of all employees.

Our Placement Follow-up Program is among the tools we are using in this regard. After you have been on your regular job for a time, your Placement Officer will drop in and talk to you and to your supervisor about your work. He will want to know, in general, how you are getting along. If it appears that you have not been assigned to the right type of work, it may be possible to arrange for you to transfer to a job more suited to your abilities or you might receive some special training. Additional follow-ups are conducted, if necessary.

Another measure which has proved helpful is the Employee Counseling Program administered by the Personnel Relations office. This program is designed to give our employees an opportunity to fully express themselves in any matter about which they are concerned, whether it deals with their work or something of a personal nature. In this way, problems which might lead to serious job maladjustments and separations are given prompt attention.

These are a few of the measures which the Agency has adopted in order to provide desirable and rewarding work situations for all CIA employees.

## **Separations**

### ***Separation for Military Service***

Employees who enter the armed services are separated for military service. They are entitled to reemployment rights with CIA when they return.

### ***Separation by Resignation***

If you should decide to resign, the Agency prefers that you submit your written resignation at least 2 weeks before you leave. In special cases, however, the 2-week notice may be waived.

### ***Separation for Inefficiency***

If your job-performance is unsatisfactory, you may be separated for inefficiency. First, however, you will be told that your work is not up to Agency standards, and a program will be worked out to help you improve your performance. If you still are unable to show improvement, you will be separated. You should understand, of course, that you will be transferred to a more suitable position, if possible.

### ***Separation for Retirement***

Your separation by retirement may be effected when you become eligible under the age option or disability provisions of the Civil Service Retirement Act.

### ***Separation for Disability***

An employee whose physical or mental condition renders him incapable of performing his work satisfactorily may be separated for disability. In cases such as this a written statement of observed facts and circumstances is submitted to the appropriate authority.

### ***Separation by Removal***

An employee may also be separated for delinquency or misconduct. Among the grounds for removal are criminal acts, dishonesty, fraud, insubordination, immorality, alcoholism, or any other act or behavior reflecting adversely upon the public service.

### ***Appeals from Involuntary Separations***

In many cases appeal rights or privileges are available in the

event of involuntary separation. This includes your right to present your case before a hearing committee or board, which will make recommendations as to final Agency action. An employee of this Agency may be separated *without* appeal, however, at the discretion of the Director of Central Intelligence, when deemed advisable in the national interest. Section 102, Paragraph (c), of the National Security Act reads, in part, as follows:

" . . . the Director of Central Intelligence may, in his discretion, terminate the employment of any officer or employee of the Agency whenever he shall deem such termination necessary or advisable in the interests of the United States, but such termination shall not affect the right of such officer or employee to seek or accept employment in any other department or agency of the Government if declared eligible for such employment by the United States Civil Service Commission."

#### *Suspensions*

An employee may be suspended for disciplinary or other reasons pending inquiry. A suspended employee does not report for work and is not paid during the period of his suspension.

## **Your Point of View**

If you are troubled about some aspect of your work performance or job situation, do not hesitate to discuss the matter with your supervisor. Most day-to-day difficulties are worked out informally in our own offices. Of course, if you are not satisfied with the results of the talks with your supervisor, you are encouraged to discuss the problem with your division chief. If an acceptable solution still cannot be reached, you may submit a written request for a hearing before an impartial Advisory Appeal Board. This board will be made up as follows:

- (1) One member named by you.
- (2) One member named by your office head.
- (3) One member selected by both members named above.

A further appeal may also be made to the Director of Central Intelligence through the Personnel Office. His decision, however, will be final.

#### *Fair Employment Practices*

If you feel that you have been treated unfairly in any personnel action and that the unfair treatment was based upon your race, religion, or national origin, you should present the facts to your supervisor immediately. Remember, fairness is of prime importance in such situations. Be sure to separate rumors and suspicions from the *actual* facts of the case.

If your supervisor is unable to adjust your complaint, you may appeal orally or in writing to the Fair Employment Officer. He will conduct a thorough and impartial investigation and either make a decision or make a recommendation to the Director of Central Intelligence. If you are not satisfied with the decision of the Fair Employment Officer, your case will be brought to the attention of the Director of Central Intelligence. If you are not satisfied with the Director's decision, you may make a further appeal to the Fair Employment Board of the Civil Service Commission. Except in unusual circumstances, a complaint of this nature must be made within 3 months of the date when the unsatisfactory situation arose.

#### *Other Matters*

Separate provisions have been made for appealing decisions involving reductions in force, classification of positions, and loyalty cases. Your supervisor or administrative officer will assist you with the details of these appeals procedures.

## **Your Personal Problems**

Most of us are able to do a better job when we are not troubled with personal problems. Of course, not many people ever solve *all* of their problems. Once in a while, however, something comes up which appears to be more than we can handle. Things like this often arise without much advance notice. All of a sudden we may find ourselves in the middle of an "impossible" situation — and no way out. There are also problems that we know about all along. We can see them coming and getting bigger, but we do not know quite what to do about them.

"Becoming lost in a strange city" is a good example of a problem that comes up without much warning. In a case like this, most people would ask a passer-by for assistance. Of course,

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

they do not expect him to take them by the hand and lead them to their destination. They merely want to "get their bearings" and be on their way. They do not *have* to ask anyone for advice, but it is usually easier than going around in circles, wasting time and energy.

We realize that, as an employee of CIA, there are still lots of everyday problems which demand your attention. We are talking now about *all* of your problems, not just those which deal with your work. After all, you do not check your worries with the guard when you arrive in the morning. You will know how to handle most of them, of course, because you have already had to deal with similar situations. Sometimes, however, even "friendly" problems tend to pile up and give us that "lost" feeling. If this should happen to you and your supervisor is unable to help, you are urged to seek the assistance of one of the CIA Personnel Counselors. As a result of their extensive training and experience, these men and women are especially qualified to help you understand and organize your problems and, in effect, "get your bearings and be on your way." From your own experience, you know that it is usually easier for you to assist in a situation when you are not personally involved.

If you would like to talk to a counselor, first make arrange-



*Problems? ... Go to the Personnel Relations office*

ments with your supervisor for a time when it will be convenient for you to be absent from your duties. Then, call the Personnel Relations office and make an appointment or, if you prefer, drop in unannounced.

## Your Performance Evaluation

In order that your work may be most rewarding both to you and to the Agency, your assignment should utilize your training and experience to the fullest extent possible. It is also important that consideration be given to your "growth potential." That is, your aptitude for future assignments of a more difficult and responsible nature.

This is the purpose of the CIA performance evaluation program. The program is designed to help you apply your abilities with maximum effectiveness. It also provides a measure of your "growth potential" and of the extent to which job rotation, or other activities will broaden your capabilities.

Your performance will be evaluated by your supervisor. He will explain the system to you in more detail. In general, however, the appraisal will be a review of the way you have performed your work. Also, an estimate will be made of your potential for possible future assignments.

Evaluation is a continuing process, of course, and your supervisor will frequently suggest ways in which you may increase your effectiveness. At the time of the periodic evaluations, however, it is your "over-all" performance and potentialities which will be considered and discussed with you. These periodic discussions will provide opportunities for expression of your views which, together with your supervisor's constructive comments and suggestions, will ordinarily lead to a work program which will be beneficial both to you and the Agency.

## Your Incentive Awards

*When a man puts a new idea across, he usually finds ten men who thought of it first. But they only thought of it.*

You are eligible for participation in the CIA Incentive Awards

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

Program. The program is designed to provide suitable rewards—either cash awards or pay increases—for useful suggestions, outstanding contributions to efficiency and economy of operations, or for superior accomplishment.



*A handsome return from the Incentive Awards Program*

#### **Awards for Meritorious Suggestions**

Cash awards based on estimated savings are made to employees who submit suggestions which are adopted for use. Suggestions should be submitted to the Recorder, Efficiency Awards Committee. The Recorder is located in the Personnel Office. Your suggestions may be sent directly to the Recorder or you may submit them through your supervisor.

Cash awards for accepted suggestions range from \$10 to \$1,000, depending upon the estimated first year's savings. These savings need not always be of the tangible, easy-to-estimate type. In *any* case where a submitted suggestion results in savings, the employee who made the suggestion will be appropriately rewarded.

You will be advised as soon as possible by the Awards Committee, whether or not your suggestion is to be adopted.

*Pay Increases for Superior Accomplishment*

Your work will be continuously observed and appraised by your supervisor. If he feels that your efforts and accomplishments exceed, in every respect, the normal requirements of your position, he may recommend that you be granted a pay increase of one step. Only one increase of this type may be granted during your normal step-increase waiting period.

The requirements for this award are met only by those whose work is of such superior and outstanding quality that it is worthy of special commendation and recognition. The award is based upon (1) sustained work performance of a high degree of efficiency, (2) suggestions which increase efficiency, or (3) special service of an outstanding nature.

*Awards for Efficiency*

In addition to the awards made through the programs mentioned above, awards are made for efficiency. The goal of this program is to help bring about improvements and greater economy in the operations of the Agency.

The three types of efficiency awards are (1) cash awards, (2) salary increases, and (3) shared or group awards which may be either in cash or in salary increases.

*Honor Awards*

Occasionally, employees are awarded certificates, medals, or other emblems. Such awards may be made either in addition to cash awards or in recognition of outstanding service which does not merit a cash award.

The general nature of the Incentive Awards Program has been outlined in the preceding paragraphs. If you have further questions or need help in preparing a suggestion for consideration, your supervisor or a Personnel Relations Officer will be glad to assist you.

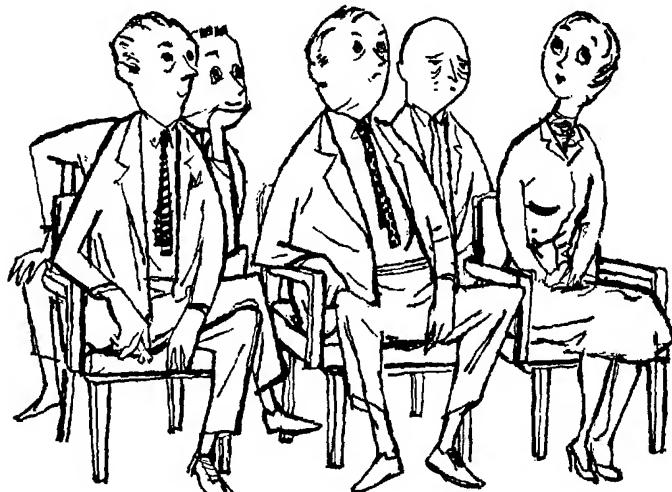
## **Your Training**

*Indoctrination and Orientation*

Many of your questions will be answered at the Agency Indoctrination Course for all new personnel or at the Orientation

Course which is held every three months for personnel in grades GS-5 and above.

The Indoctrination Course includes lectures and discussions on the Language of Intelligence, the Responsibilities of CIA in the Federal Government, and the Internal Organization of CIA.



*Orientation and Indoctrination*

The Orientation Course involves a fairly complete coverage of the various aspects of the intelligence process, the coordination of intelligence activities of the various intelligence organizations in the Federal Government, and the relationship which exists between national intelligence and national policy. Also, there are lectures on security, support functions, personnel policies, and the like. Often, outstanding national figures from outside the Agency are invited to participate.

#### *Other Training*

The Office of Training offers training programs designed to equip employees for special types of work. For both old and new employees, these programs cover a wide variety of subjects including languages, report writing, clerical skills, and other subjects required by an intelligence organization.

If your supervisor feels that you need a type of training not provided by the Agency, he may request your enrollment in a

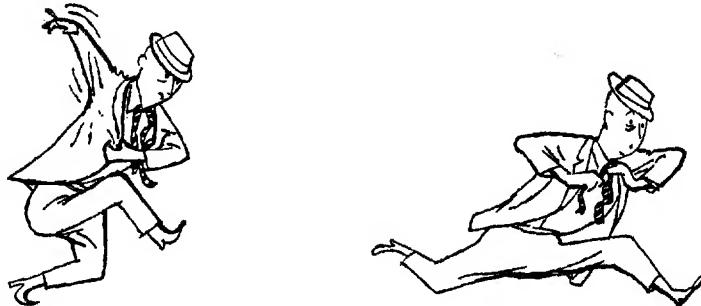
Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

non-CIA institution or activity. The Director of Training is authorized to approve training of this nature, with the expense borne by the Agency. Your Office's Training Liaison Officer is prepared to give you the details at your request.

CIA supervisors carry a continuing burden in the training program. You will soon discover that most of your guidance and instruction will come from your immediate supervisor when you are actually working "on the job." Naturally, it is to your advantage to engage in as much self-instruction as possible, but never hesitate to question your supervisor about any aspect of your work that you do not understand. Helping you to learn is part of his job.

You are encouraged to engage in "after-working-hours" study, but it is pointed out that Agency regulations require that you contact your supervisor for approval prior to enrollment. Although you may bear the expense of such study, a record of this self-improvement will be included in your personnel folder at your request and will be given careful consideration when vacancies occur for which you might be suited.

The Office of Training is prepared to advise you on local educational facilities. Catalogs on these facilities are available for reference at either the Office of Training or the Personnel Relations office.



## Your Working Hours

### *Your Tour of Duty*

A 40-hour week, Monday through Friday, is the regular tour of duty for most of us, although occasionally we work additional hours to take care of increased work loads. Ordinarily, however, unless you are on a special shift, your working hours are from 8:30 a.m. to 5:00 p.m., with half an hour for lunch. Ask your supervisor about the lunch period.

### *Promptness*

Naturally, your office will function best if everyone arrives for work "on time." It is not hard to imagine cases where the tardiness of just *one* employee upsets the schedule of the whole office. Once in a great while, however, we cannot avoid being a few minutes late, and your supervisor is authorized to excuse tardi-



Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

ness which is not in excess of 30 minutes. If you are habitually tardy, however, you will be charged a minimum of one hour's annual leave each time the tardiness occurs. Eventually, a habitual offender becomes subject to disciplinary action of a more severe nature.

#### *Holidays*

The following holidays with pay are established by law or Executive order:

New Year's Day, January 1  
Washington's Birthday, February 22  
Memorial Day, May 30  
Independence Day, July 4  
Labor Day, first Monday in September  
Armistice Day, November 11  
Thanksgiving Day, fourth Thursday in November  
Christmas Day, December 25

Legal holidays which fall on Sunday are observed on the following Monday by employees whose regular workweek is Monday through Friday. Sunday is observed as the holiday by employees who regularly work on Sunday.

## **Your Leave**

#### *Annual Leave*

Ordinarily, your time away from work, except for illness, will be accounted for by annual leave. Employees are encouraged to take a vacation of at least one week each year and two consecutive weeks, if possible. Requests for shorter periods of annual leave — even an hour or two — will also be given careful consideration by your supervisor.

Annual-leave credits are earned as your legal right. Administrative discretion determines when you may be granted such leave, however, and in what amounts it may be taken. Your supervisor may find it impracticable to let you take annual leave

when you apply for it or to approve as long a vacation as you desire if such leave would impede the work of your office. Naturally, the Agency's interests must take precedence in such instances. Also, annual leave will not be granted during the first 90 days of Federal employment.

Annual leave must be approved in advance except in cases of emergency. Otherwise you may be placed in an AWOL status for unauthorized absence and be subject to disciplinary action. In calculating the amount of leave desired, you should use inclusive dates and total number of hours in your regular work-week only. Standard Form 71 is used for leave requests.

#### *How You Earn Annual Leave*

The amount of leave which you earn each year will depend upon the total length of time you have served the Federal Government in a civilian and/or military capacity. On this basis, your annual leave will accrue as follows:

- (1) One-half day for each full biweekly pay period if you have less than 3 years of service (a yearly total of 13 days),
- (2) Three-fourths day for each full biweekly pay period (except that the accrual for the last full biweekly pay period in the year is one and one-fourth days) if you have 3 but less than 15 years of service (a yearly total of 20 days), and
- (3) One day for each full biweekly pay period if you have 15 years or more of service (a yearly total of 26 days).

In case you are among those employees who are not paid on the basis of biweekly pay periods, your leave will accrue on the same basis as it would accrue if you *were* paid biweekly.

If the rate at which your leave accrues changes in the middle of a pay period — because you have completed 3 or 15 years of service — the new rate of accrual will take effect as of the beginning of the following pay period.

Employees who wish, in case of emergency, to use annual leave in advance of its accrual must submit a written request to the Personnel Office through their administrative officer; however, you cannot be advanced more than will accrue during the remainder of the current calendar year.

*Accumulation of Leave*

The unused balance of your leave, whether it is 1 hour or 26 days, will be left to your credit if you fail to take your full vacation allowance during the year. However, if you save enough in the course of several years to have 60 days accumulated on the last pay period in a calendar year — and many employees do — yet do not use all of the annual leave which accrues during the following 26 pay periods, you will lose the unused portion at the close of the last full biweekly pay period in the year. In other words, you are not permitted to accumulate more than 60 days of annual leave (the maximum is 90 days for certain classes of employees who are serving outside the continental limits of the United States). Any leave over this amount will be forfeited if not used by the end of the last pay period in a year. In some instances, Congress has required the forfeiture of leave not taken within a prescribed period of time.



*Transfer of Leave*

If you have been transferred to the CIA from another Government agency without a break in service, check with your administrative officer to be sure your leave has been transferred with you.

***Settlement for Leave***

If you resign from the CIA, you must fill out a final clearance form which you may obtain from your administrative officer, indicating on it your last day of active duty. You will receive a Time and Attendance and Pay Roll Change Slip with your final check, and the amount of annual leave you had to your credit at the time of your separation will be indicated upon it. A lump sum will be paid you for all your unused annual leave in cases of separations from the Federal Government. Re-employment by the Federal Government prior to the expiration of the period covered by a lump sum leave payment necessitates a refund to the employing agency.

If annual or sick leave has been advanced to you, and if you resign before you have earned the amount advanced, you must pay the Agency for the unearned leave which was granted to you. This provision, however, does not apply if separation is due to retirement, disability, or death.

***Sick Leave***

If you are ill, the Agency would prefer that you take necessary precautions to safeguard your health rather than come to work and possibly endanger not only your own well-being but that of your fellow employees. For that reason Federal law provides up to 13 days of sick leave a year for CIA employees.

You are allowed to take your available sick leave whenever incapacitated by illness, injury, or exposure to certain contagious diseases requiring quarantine. Sick leave may also be used for pregnancy and confinement. You may wish to use such leave occasionally, in small amounts, to meet appointments for medical, dental, and optical examination or treatment.

Your sick leave accrues at the rate of one-half day for each full biweekly pay period and may accumulate without limit.

The minimum sick leave you may be charged on any one day is one hour. Beyond that, it can be granted you only in multiples of one-hour units.

***What To Do If You Are Sick***

If you become ill while on duty, you are encouraged to utilize the services of the Medical Office in preference to continuing work while ill or seeking immediate sick leave.

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

If you are absent on account of illness, notify your supervisor as early as possible on the first day of such absence, or as soon thereafter as possible. Failure to give such notification may result in the absence being charged against your annual leave, or you may be put on a leave-without-pay status.

Your requests for sick leave for medical, dental, or optical examination or treatment must be submitted for approval prior to the beginning of such leave. A certificate from your doctor may be required to cover your absence.

If you take three or more consecutive days of sick leave, you must report by telephone to the Medical Office on the day you return to duty. If you have taken sick leave for a communicable illness and/or for a period of 3 weeks or more, you are required to report to the Medical Office in person on the day you return to duty. For periods of absence in excess of 3 days, your application for sick leave (Standard Form 71) must be accompanied by a medical certificate and must be filed within 2 days after return to duty.



*Report your illness on the first day of your absence*

#### **Advanced Sick Leave**

Sick leave up to 30 days may be advanced to you under certain conditions of serious illness or disability. If you need more

time, the Agency may grant you leave without pay or you may use accrued annual leave.

#### ***Sickness on Annual Leave***

If you are ill while on vacation, you may be allowed to convert annual leave to sick leave, at the discretion of the Agency. You should file a doctor's certificate and a memorandum requesting this conversion within 2 days after you return to duty. Only the number of days covered by the certificate may be converted to sick leave.

#### ***Transfer of Sick Leave***

Sick leave is usually transferred with you when you go from one Federal agency to another without a break in service, or a break of not more than 52 calendar weeks.

#### ***Leave Without Pay***

Leave without pay can be granted only at the discretion of the Agency, and the Agency must finally approve such leave before it can be taken. Your reasons for requesting leave without pay must be submitted in writing along with your application. When you return to duty, you should report in person to your administrative officer so that you may be returned promptly to the payroll.

This type of leave may be granted even though you have annual leave to your credit. If you are on leave without pay the day before and the day after a holiday, you will be charged leave without pay for the holiday. For every aggregate of 80 hours of leave without pay during each calendar year, you forfeit the number of hours of leave which accrues for a full biweekly pay period.

#### ***Court Leave***

If you attend court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty in a State, District of Columbia, or Federal Court, you will receive your regular pay while absent from duty and no charge for leave will be made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are requested. If such fees are received, they must be turned over to the Agency.

The Agency encourages jury duty service whenever it is possible without serious interference with work operations. Post-

ponements of jury duty are requested only on the basis of unusual pressure of work, security of operations, or equally unusual circumstances. Such requests are submitted to the General Counsel only by designated Agency officials and must contain a specific justification as to how temporary loss of the individual's services will seriously interfere with Agency operations and why other arrangements to avoid such interference cannot be made.

Temporary, part-time, or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.

Before appearing in *any* court in *any* capacity, if possible, be sure to consult your supervisor regarding the appropriate security regulations.

#### ***Absence for Registration and Voting***

You will normally be given time off with pay for purposes of registering or voting. Naturally, you are expected to take only as much time as you actually need and in no case may more than one workday be taken for this purpose.

#### ***Military Leave***

Military leave with pay for training purposes only, not to exceed 15 calendar days in any one calendar year, may be granted to employees who are members of military reserve organizations or of the National Guard.

#### ***Unauthorized Absence***

If you are unable to report for work for reasons beyond your control — a flat tire, perhaps — you should notify your supervisor as soon as possible. Unless you have prior permission, you must explain any absence from duty. Otherwise, such absence will be charged as "Absence Without Leave" and you will be subject to disciplinary action.

#### ***Days of Leave***

The days of leave provided for in this section mean days upon which you would otherwise work and receive pay, and are exclusive of holidays, and all non-work days established by Federal statute or by Executive or administrative order.

#### ***Leave Records***

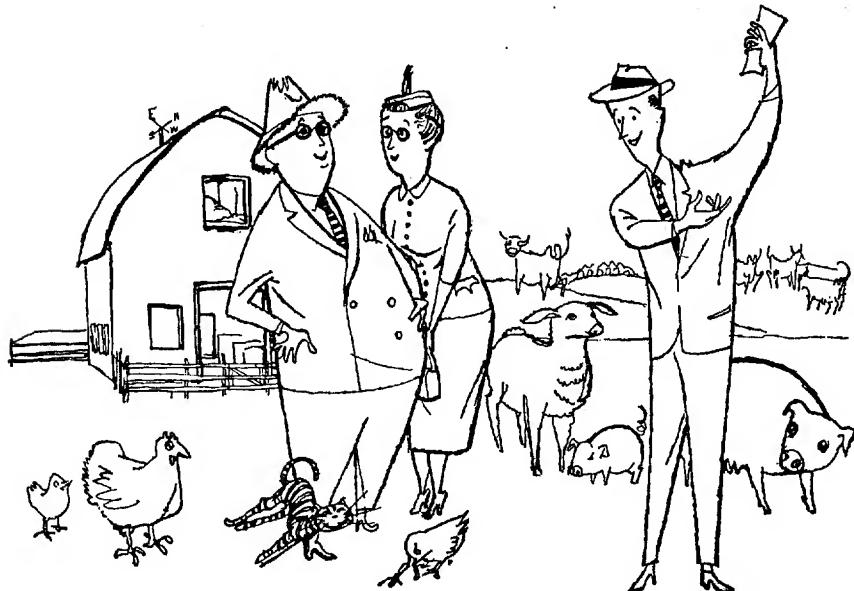
Each employee maintains his own leave record on Standard

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

Form No. 1137. Your supervisor will show you how to make the proper entries. If you have any questions regarding your leave record or leave regulations, you should consult the timekeeper or your administrative officer.

## When You Retire

Generally, CIA employees are eligible for benefits under the Civil Service Retirement Act. It will be to your advantage to become acquainted with the retirement system and understand the various benefits that it provides. Details and rate tables are contained in the "Certificate of Membership in the U. S. Civil Service Retirement System." Standard Form 105, which you received when you reported for duty. For further information consult the Personnel Relations office.



## Benefits and Services

### Credit Union

The CIA Federal Credit Union performs several functions which will be of interest to you.

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

1. It encourages savings through the sale of shares of Credit Union stock.
2. It creates a source of credit for those employees who have financial problems.
3. It cashes pay checks for your convenience.
4. It cashes personal checks up to \$100.

All CIA employees are eligible for membership in the Credit Union. The minimum requirements for your membership are:

1. Payment of a 25-cent *entrance* fee.
2. Purchase of one \$5.00 share of Credit Union stock.

*Deposits.* Deposits may be made in any amounts you choose until you have accumulated a total of \$500 (purchased 100 shares of stock). Then your deposits may not exceed \$20 a month. Withdrawals can generally be made at your convenience, although it is best to notify the Credit Union a day or so in advance, if possible.

The \$5.00 share is the unit used for bookkeeping procedures and is the basis used for figuring your yearly dividend. Of course, the size of your dividend may vary from year to year depending upon the profits on loans made by the Credit Union. As a general rule, however, the CIA Credit Union dividend is substantially larger than would be earned by an account in a regular savings bank.



*Join the CIA Federal Credit Union*

*Loans.* You are encouraged to take your financial problems to the Credit Union and to make application for a loan if you need money. Membership in the Credit Union is required before loan applications are accepted, however. Your request will be given careful consideration and, unless the loan is to be used for an unlawful purpose or you are not regarded as a good credit risk, the loan will no doubt be granted. Most new employees, however, may not borrow more than \$100 during the first six months of their employment. In emergency cases you can ordinarily arrange for a loan within a few hours. An interest rate of 1 percent a month is charged. (The rate on certain larger loans is three-fourths of 1 percent a month.) The actual amount of interest which you pay each month decreases as the loan is repaid. The terms of your loan usually provide for repayment on an installment basis at your convenience.

*Check Cashing Service.* The Credit Union will cash your checks for a nominal fee. If a loan payment or a savings deposit is made at the time the check is cashed, no cashing fee is charged. Credit Union membership is *not* required for this service.

*Location and Hours.* See card insert on inside back cover.

#### *Health and Safety*

*Medical Services.* At the beginning of your service with the Agency, you are given a complete physical examination to determine your fitness for duty. You may subsequently be given additional examinations prior to and returning from overseas duty, at the request of the Agency or, for adequate reason, at your own request.

Prior to overseas assignment you will be immunized against diseases prevalent in the area to which you are going, and briefed on medical information pertinent to that area. This service is also available to your dependents.

The facilities of the Medical Office are available to all employees for the treatment of minor on-the-job illness and injuries, or advice and referral for more serious illness. Serious illness or injury incurred *in line of duty* will be cared for at Government expense. This includes diseases contracted overseas due to the hazards of the environment. Military personnel assigned to CIA are entitled to full medical care for themselves and their

dependents; the Medical Office serves them as a dispensary on a military post.

If you need emergency medical care, report to the Chief Nurse in the main Medical Office or to one of the health units in other Agency buildings. If you have a problem you wish to discuss with the doctor, call the Medical Office and make an appointment.



*If you are ill, report to the medical office*

If you are injured in line of duty or become seriously ill while traveling or stationed in the U.S. outside the Washington area, contact the Medical Office by phone or through CIA communications and you will be referred to the nearest available CIA affiliated doctor or medical facility.

If you become ill or are injured overseas, contact your Branch Chief, who will know of the nearest available medical care.

*Compensation for Illness and Injury.* If you are injured or become ill in line of duty, you are entitled to:

1. Medical treatment.
2. Hospitalization, if necessary.
3. Compensation for pay lost as a result of absence from work necessitated by the injury.

If illness or injury occurs in line of duty, you should report it on Form CA-1 within 48 hours of the event and submit the report to your superior. He will fill out Form CA-2, "Official Supervisor's Report of Injury," and will then see that they are forwarded to the appropriate office for further action. If the injury causes loss of time from work not covered by sick leave or requires hospitalization, you should initiate Form CA-4 and submit it to your superior. These forms are available in the Personnel Office. Be sure to comply with this reporting requirement as soon as possible. Otherwise, you may lose your compensation rights.

*Hospitalization Insurance.* It is strongly recommended that all employees carry hospitalization insurance to cover illness and injury which is not incurred in the line of duty. If you are already a member of a Blue Cross plan you may transfer to the CIA Group Hospitalization Insurance Plan. If you are *not* already a member, you are eligible for membership in the Government Employees' Health Association. For information concerning these plans, contact the Personnel Office.

*Safety Program.* The Agency maintains a safety program, under the direction of a Safety Officer, to protect you from hazardous and unhealthful working conditions, make periodic inspections, and take remedial action where any hazardous condition is found to exist. Each office has a copy of the Safety Regulations. You should become familiar with these regulations without delay.

#### **Savings Bonds**

You are urged to save a portion of your earnings each pay day and invest in United States Savings Bonds, both as a medium of personal thrift and participation in financing our National emergency requirements. This may be done by filling out a Bond Authorization Card. Your administrative officer has a supply. Ask him for one. In this way you authorize a bond deduction from your earnings each biweekly pay period.

#### *Housing and Car Pools*

If you are having housing problems — not uncommon in this area — the Personnel Relations office may be able to help you. Although this office cannot guarantee results, its advice has led to very satisfactory housing arrangements for a number of employees.

A good way to save money is by joining a car pool. If you drive to work, you will benefit by sharing your expenses with a few passengers. If you are not driving, membership in a car pool may relieve you of some of the inconvenience of public transportation. If you are interested, the Personnel Relations office is the place to go.

#### *Notaries*

Your personal documents should be notarized by a public notary outside of working hours. For *official* purposes, however, designated notaries are available. A current list is maintained by the Personnel Relations office.

#### *Bulletin Boards*

Bulletin boards are conveniently located in each building occupied by the Agency. These facilities are available to the administrative offices of the Agency and, in some instances, may be used by individual employees. Security regulations prevent indiscriminate use of the bulletin boards, of course, and all notices to be posted must be cleared through the Personnel Relations office.

#### *Cafeterias*

You will find the up-to-date cafeterias in the Agency convenient places to eat. For locations see card-insert on inside back cover. Canteens are located in almost every building which houses CIA personnel. At most of these you can buy refreshments, candy, cigarettes, and other miscellaneous items.

#### *Lost and Found*

Personal or official property — other than classified documents — found in or near any of the CIA buildings should be turned over to the nearest guard. You may inquire of the guards for lost articles. Property which has not been claimed within 30 days will be turned over to the finder.

If you should find classified documents which appear to have been lost or improperly secured, you should *immediately* notify the Assistant Deputy (Inspection and Security) through your supervisor.

#### **General Information**

If you are new to the Washington area, you probably have a great many questions about such things as transportation, educational facilities, concerts, athletics, the location of churches, art galleries, libraries, post offices, and so on. The Personnel Relations office will usually be able to supply such information, at your request. However, the information you are seeking may be readily available from another source; the classified telephone directory, for example.

## **Your Personal Activities**

#### **Credit Reference**

Since, in some instances, security considerations preclude use of the CIA as a credit reference, you are asked to consult your supervisor for specific instructions in this regard. If you are permitted to use the Agency for a credit reference, you should have the inquiry directed to:

Personnel Officer  
Central Intelligence Agency  
2430 E Street, NW.  
Washington 25, D. C.  
Phone EXecutive 6115, ext. 2901

#### **Debts**

The Agency considers your debts as your own personal concern. An employee who repeatedly fails to meet his obligations, however, is not considered suitable for employment in this Agency.

#### **Signature and Change of Personal Status**

You are asked to sign your name in the same way on all official forms and documents.

If you change your name (either by court order or marriage), your address, or home telephone number, you should notify

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

your administrative officer at once so that your personnel records may be corrected. Check the CIA Regulations (20-3) for procedures to be followed by employees contemplating marriage. You will save yourself a lot of headaches in the long run by doing this promptly.

#### ***Personal Mail***

Your CIA address may not be used for personal mail. Delivery of mail to your office would put an unnecessary burden on the Agency mail room.

#### ***Personal Telephone Calls***

If you must make a personal telephone call during working hours, use a pay telephone. Usually you will find one in a corridor of the building in which you work. It is essential that the Agency telephone circuits be kept open for official business.

#### ***Personal Visitors***

Under the Agency's security requirements, personal visitors are not permitted in *any* circumstances.

#### ***Political Activity***

Federal employees are not permitted to take part in any political campaign, either directly or indirectly. You should not solicit or receive political contributions from other Government employees nor make contributions through other Government employees. Detailed regulations concerning political activity will be found in the pamphlet prepared by the United States Civil Service Commission entitled "Political Activity of Federal Officers and Employees." This pamphlet will be made available to you at your request. If you are unable to find an answer to your specific question in this pamphlet, consult the Office of the General Counsel.

#### ***Voting***

Your right to vote is not affected by the above prohibitions. If you live in the District of Columbia, however, and have not maintained a legal residence in a State, you have no voting privileges. Keep in touch with your county officials for instructions to prevent your voting privileges from lapsing.

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

*Gifts to Superiors*

In order to discourage unethical practices which might arise as a result of the giving of gifts by employees to their supervisors, Federal law requires that an officer or employee be removed from the Government service if he:

1. Solicits contributions from other Government officers or employees for a gift or present to one who holds a superior official position;
2. Accepts a gift or present offered or presented as a contribution from persons in Government employ receiving a lower salary;
3. Makes a donation for a gift or present to his official supervisor.

*Outside Employment*

As an employee of the CIA, you are not permitted to engage in work on your own behalf or for private individuals, friends, companies, organizations, or institutions IF:

1. Your outside work will prevent you from rendering full-time, efficient service during the official hours of duty;
2. Your employment may tend to bring criticism or cause embarrassment to the Agency; or
3. Your outside employment is regarded as detrimental to the best interests of the Agency, with particular regard to the security of classified information.

You are required to obtain approval from the appropriate CIA official *before* applying for outside employment. This requirement also applies to giving or taking unofficial courses, making speeches, and a number of other personal activities which are described in greater detail in the CIA Security Regulations.

*Disclosure of Information*

Due to the security requirements peculiar to this Agency, it is necessary that you exercise considerable discretion in your contacts — both public and private — with persons who are not Agency employees. Let the CIA Security Regulations be your guide in this matter. The regulations cover a number of your personal activities which might affect the security of the Agency, directly or indirectly. These include such activities as

publications and speeches — whether related to your work or not — questionnaires, membership applications, applications for employment outside the Agency, etc. (where information about your present employment is sought), teaching and studying unofficial courses, attending conventions, and the like.

You will find that abiding by the security regulations is much easier than it first appears. You may need to develop a few new habits and dispose of a few old ones, but REMEMBER! . . . More than your own personal convenience is at stake. The disclosure of valuable information to unauthorized persons may seriously affect the security of the Agency and, more important, the security of the Nation.

## General Regulations

### *Automobile Traffic*

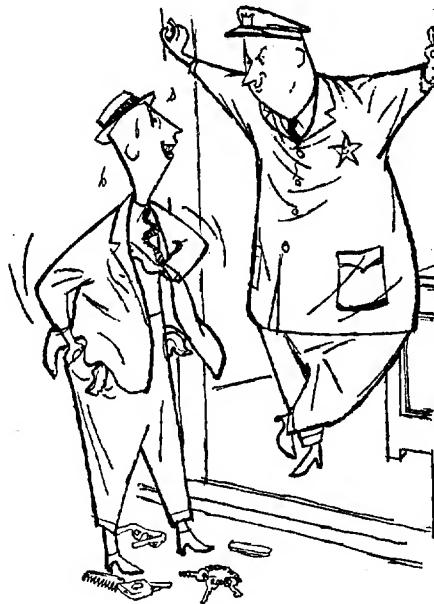
If you drive a motor vehicle within Agency buildings and grounds, you are expected to drive in a careful and safe manner at all times and to comply with the directions of all posted traffic signs. Even though there may not be a traffic sign to guide you, you must not block entrances, driveways, walks, loading platforms, or fire hydrants. Parking on the grounds of Agency buildings is permitted only in accordance with CIA Regulation 40-2. Parking space around any of the Agency's buildings is at a premium, however, and of the total number of employees who drive to work, only a small percentage are issued parking permits.

### *Identification Badges*

Identification badges of various types are issued by the Inspection and Security Office. If you lose your identification badge you must *immediately* report the loss to the Inspection and Security Office through the Area Security Officer. You must also submit a written explanation of the circumstances surrounding the loss and your efforts to recover the badge. If you leave town for any appreciable length of time, it is recommended that you turn your badge in to the Identification Unit or to your Area Security Officer for safekeeping until your return. Normally, a lost badge is not replaced for a period of two or more weeks.

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

Your badge is an important security instrument and every effort must be made to safeguard it as you would any other important security document.



#### ***Fire Regulations***

In cooperation with the Public Buildings Administration, a Fire Control and Safety Program has been instituted to guard against possible fire hazards. Your office has been furnished a copy of the Fire Regulations; and you will find specific instructions posted on the corridor walls of Agency buildings.

#### ***Property Passes***

Property passes (Form No. BM-68) are required before any government property may be removed from CIA buildings. Building Supply Officers are generally authorized to issue property passes.

#### ***Soliciting and Canvassing***

Unless specifically authorized, soliciting or canvassing within CIA buildings is prohibited. Each year, however, the Agency authorizes solicitation for a number of campaigns which have been endorsed by the President, and you will be invited to participate.

***Gambling***

You should not be concerned in any way during office hours with lotteries, betting, "bookmaking," or any other form of gambling. Violations of this regulation will result in disciplinary action.

***Use of Liquors***

The entering of CIA buildings or the driving of a motor vehicle in or on CIA property by a person visibly under the influence of intoxicating liquors or narcotic drugs, or the consumption of such liquors or drugs within CIA buildings is prohibited.

## **For Further Information**

The Handbook does not deal with each subject in great detail, of course, and you will no doubt wish to consult other sources for a more comprehensive treatment of certain matters.

*The rules and regulations applying to Government employment in general* may be found in the Federal Personnel Manual. This Manual, prepared by the United States Civil Service Commission, is set up in alphabetical order according to subject matter, and contains an extensive Table of Contents in Chapter A2. Remember, however, that CIA employees are exempted from a substantial number of Civil Service Rules and Regulations. The Federal Personnel Manual is not prepared for general distribution, but is available for your use in the Personnel Office as well as in several other offices throughout the Agency.

*Policies and regulations which apply specifically to this Agency* are to be found in the Central Intelligence Agency Regulations. The Regulations provide a more detailed treatment of most of the topics discussed in the Handbook, plus guidance on a wide variety of other subjects with which you should be familiar. The CIA Regulations are broken down according to subject matter. Regulations pertaining to Personnel, for example, will be found in the "20 Series." 20-1 deals with Personnel Policies, 20-3 with Changes in Personal Status, 20-14 with the Incentive Awards Program, etc.

*Specific security measures applying to your job* will be found in the Central Intelligence Agency Security Regulations. These Regulations will be your guide in such matters as admittance to

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

buildings, definitions of classified documents, safeguarding of classified documents and materials, etc.

*For information about available Library facilities and how to use them, consult a copy of the Central Intelligence Agency Library Handbook.*

## Index

<b>A</b>			
Advancement, opportunity	16	examination	11
Appeals		retirement act	11, 36
classification of position	21	status	11
loyalty cases	21	Classification	
performance rating	21	job	10
reduction in force	21	of materials	48
Appointment	11	Compensation (see Pay)	
excepted	11	Compensation, unpaid	16
permanent	11	Compensatory Leave	16
Automobiles		Complaints	20
parking	45	CPC (Crafts, Protective,	
traffic	45	and Custodial)	10
Awards		Credit Reference	42
for efficiency	25	Credit Union	36
honor	25	check cashing by	38
for meritorious suggestion	24	dividends	37
		deposits	37
		functions	36
		loans	38
		interest on	38
		repayment	38
		to new members	38
		membership requirements	36
		offices	
Base Salary	12	location and hours	
Beneficiary		(card insert)	
designation	16	withdrawals	37
change	16		
Betting	47	<b>D</b>	
Bonds, Savings		Debts, payment of	42
deductions for	40	Deductions, retirement	14
Bulletin Boards	41	Down-grading	17
<b>C</b>			
Cafeterias, location (card		<b>E</b>	
insert)		Educational facilities	
Canvassing, regulation	46	advice on local	27
Car Pool	41	Efficiency Awards Committee	24
Central Intelligence Agency		Employee	
information about	7	counseling	22
internal regulations	47	recruitment	17
Central Intelligence Group	7	selection	17
Central Intelligence principle	7	Employment, outside	44
Check, Pay		Experience	16
delivery of	13		
first	12	<b>F</b>	
lost	13	Fair Employment Practices	20
Civil Service		Finance Office	13
		Fire Regulations	46

<b>G</b>		
Gambling, regulations governing	47	transfer of use of compensatory court
Gifts to superiors	44	security clearance for days of, defined
Government employment information about	47	military records
Grade	11	registration and voting
Grievances	20	sick
GS (General Schedule)	10	advanced
		after taking
		doctor's certificate for minimum allowable
		rate of accrual
		transfer
		use during annual leave
		written application for
		unauthorized
		without pay
		approval
		forfeiture of annual and sick leave for
		34
<b>H</b>		
Health	38	Library
Holidays falling on Sunday	29	Liquor, regulations
official	29	Local information
Home address, change of	42	Lost and found
Hospitalization Insurance	40	Lost Pay Check
Hours, working	28	Lotteries, regulations
Housing	41	Lower grade, change to
		Loyalty
		board
		program
		Lunch period
		28
<b>I</b>		
Identification (see Badges)		
Incentive Awards Program	23	
Injury action in case of	39	
compensation	39	
report	40	
while on travel duty	39	
Investigation, Loyalty	9	
<b>J</b>		
Jury duty	34	
Job Classification	10	
Job Rotation	23	
<b>L</b>		
Leave absence without annual accrual	29	
accumulation	30	
advanced	30	
approval	30	
calculation	30	
credits	29	
how earned	30	
requests for	30	
settlement for	31	
<b>M</b>		
Mail, personal		43
Marriage, reporting		42
Medical services		
location; phone (card insert)		38
<b>N</b>		
National Intelligence Authority		7
National Security Act		7
National Security Council		7
Night school		17
Notary publics		41

O	R		
Orientation	25	Reemployment rights,	
Overtime (see Pay)		military	19
P		Residence, legal	43
Passes ( see Badges)		Resignation	19
Passes, property	46	Retirement	
Pay	12	system, certificate of	
changes in	13	membership in	36
check			
delivery of	13		
failure to receive	13		
lost	13		
increases	15	Safety	
longevity	15	inspections	40
meritorious service	15	program	40
within-grade	15	regulations	40
periodic	15	Salary	
overtime	15	base	12
plan	12	School, outside study in	17, 27
scales	12	Security	
ungraded positions	15	regulations	10, 44, 47
Pay day	12	of information	44
Performance Evaluation	23	Self-improvement	17
Personal problems	21	Separations	19
Personal Status, change of	42	for cause	19
Personnel Record, correction of	42	by the Director	20
Personnel Relations Office		for disability	19
location (card insert)		for inefficiency	19
phone number (card insert)		for military service	19
Physical examination	38	by resignation	19
Placement, follow-up	18	for retirement	19
Political activity	43	Signature, use of	42
Political campaigns, participation in	43	Soliciting, regulations	46
Position description	10	Speeches	45
Probation period	12	Suggestions	
Promotion		procedure for submitting	24
policy	17	Suspensions	20
limitations on	17		
of military personnel	17		
Promptness	28	T	
Property passes	46	Tardiness, excuse for	28
Publications, personal	44	Taxes, withholding	14
		Telephone calls, personal	43
Q		Time and Attendance and	
Questionnaires	44	Payroll change slip	13
		Tour of Duty	28
		Training	25
		liaison officer	26
		programs	26
		role of supervisor in	27
		Transfer	18
		Trial Period	12

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030033-2

	U		W
Ungraded position	11, 15	Wage Board position	11, 15
		Withholding Statement	
	V	Form	14
Vacancies, Job	17	Within-grade pay increase	15
Visitors, personal	43		
Voting privileges	43	Working hours	28